

**Proposed Statement of Work  
The City of Los Angeles  
Biosolids EMS Interim Audit #2**

KEMA-Registered Quality Inc. (KEMA) is pleased to submit the following proposed Statement of Work for performing a Biosolids EMS audit, as requested by the National Biosolids Partnership (NBP).

**Agency**

The City of Los Angeles Department of Public Works, Bureau of Sanitation (LA City) in Los Angeles, California.

**Audit Purpose**

KEMA verified that the biosolids management system being used by LA City in managing biosolids preparation and use operations meets NBP requirements and expectations in 2008. This audit will be conducted as an interim audit to assess the effectiveness of the LA City biosolids management system and to verify that parts of this management system continue to conform to requirements of the NBP Biosolids EMS Elements (audit criteria).

**NBP Auditor Guidance**

This interim audit will be conducted in a manner that is consistent with the current NBP Auditor Guidance (August 2007).

**Auditors**

KEMA is an accredited Third Party Audit Company in good standing within NBP's Biosolids EMS Program. The audit will be planned and conducted by Jon Shaver. Mr. Shaver is certified by NBP as a Biosolids EMS Lead Auditor and Biosolids Auditor.

**Significant Changes**

LA City has reported that no significant changes have occurred in their biosolids management activities that could affect their EMS and/or operational controls. KEMA will confirm this during the audit.

**Audit Scope**

This audit will include the following activities, consistent with NBP Auditor Guidance and the Interim Audits Plan that was agreed to by KEMA and LA City (current version dated May 25, 2010 – copy attached).

1. Verification of effective correction of open nonconformances from previous KEMA audits (i.e. 2008 Reverification Audit)
2. Examination of outcomes (regulatory compliance, interested party relations, environmental performance, quality practices)
3. Interested party interviews (to be arranged by LA City)

**Proposed Statement of Work  
The City of Los Angeles  
Biosolids EMS Interim Audit #2**

4. Review of significant changes, if any:
5. Audit of the following EMS processes (including review of effectiveness)
  - Biosolids Preparation (incl wastewater treatment, solids stabilization, conditioning & handling) - Hyperion
  - Biosolids Storage & Transportation – Hyperion
  - Biosolids Use & Disposition – Composting – Griffith Park
  - Control of Contractors
  - Corrective and Preventive Action
  - Critical Control Points & Operational Controls (Identification)
  - Document Control & Recordkeeping
  - Emergency Preparedness
  - Communication Program (incl public participation)
  - Pretreatment
  - Process Engineering (Plant Mgmt)
  - Goals & Objectives
  - Internal EMS Audits
  - Management Involvement (incl Policy, EMS Planning, Roles & Responsibilities, Mgmt Review)

**Notes**

- The audit will be conducted at the Hyperion Treatment Plant, Pretreatment offices and at the Griffith Park composting facility. An audit schedule will be prepared in advance for LA City review and approval.
- Each audit will be conducted by interviewing personnel, observing practices in place and reviewing documentation related to the process. Transactions will be tested to verify that the EMS is functioning as intended.
- We would like to interview interested parties, including regulators, as part of this audit as a means of verifying LA City relations with interested parties. LA City can pre-approve and should arrange for these interested party interviews in advance.
- LA City may include external observers in any or all audits, provided they are responsible for controlling any such observers during the audit. We would like to be made aware of the intended presence of any observers in advance.

**Timing**

We estimate that the audit described in this proposal can be completed by one auditor in 4 days. Suggested audit dates are August 9 through 12, 2010, subject to LA City agreement.

**Proposed Statement of Work  
The City of Los Angeles  
Biosolids EMS Interim Audit #2**

**Reporting**

KEMA will issue a draft report of the results of this audit to LA City for technical review within 14 days following the audit. The final report will be issued to NBP and LA City within 2 weeks after receiving feedback from LA City.

**Additional Work**

The scope of this audit may change if significant changes affecting the LA City biosolids program occur or if requested by NBP or LA City, particularly if LA City management feels an expanded audit could help improve the effectiveness of their EMS processes. Related timing and fees may need to be revised if the scope changes.

Proposal Submitted By: Jon Shaver / KEMA-Registered Quality, Inc.

Date: June 16, 2010

## LA City Biosolids EMS Interim Audit Program (2009 – 2012)

### Biosolids EMS Verification Audit – August, 2008

EMS Process	Key EMS Elements *	Interim Audit #1	Interim Audit #2	Interim Audit #3	Interim Audit #4
		CLA Internal Audit 2009	KEMA August 2010	CLA Internal Audit 2011	KEMA 2012
Verification of Open Nonconformances (if any)	-		X		X
EMS Outcomes Examination	-	X	X	X	X
Biosolids Preparation (incl wastewater treatment, solids stabilization, conditioning & handling) - Hyperion	3, 10, 13		X		
Biosolids Preparation (incl wastewater treatment &, solids stabilization, conditioning & handling) - Terminal Island	3, 10, 13				X
Biosolids Transportation - Hyperion	3, 10, 13	X	X		
Biosolids Transportation – Terminal Island	3, 10, 13	X			X
Biosolids Use & Disposition – Agriculture (CA)	3, 10, 13			X	X
Biosolids Use & Disposition – Composting – Griffith Park	3, 10, 13	X	X		
Biosolids Use & Disposition – Composting – AZ Soils	3, 10, 13	X			X
Biosolids Use & Disposition – Composting – South Kern	3, 10, 13	X			X
Competency, Awareness & Training (incl internal communications)	7, 8			X	X
Compliance (with legal & other requirements)	4, 13, 14			X	X
Control of Contractors	Various	Will be included in other audits, as applicable			
Corrective and Preventive Action	14	X	X	X	X
Critical Control Points & Operational Controls (Identification)	3	X	X		X
Document Control & Recordkeeping	12		X	X	X
Communication Program (incl public participation)	6, 9, 15	X	X	X	X
Emergency Preparedness	11		X		X
Pretreatment	3, 10, 13		X		
Process Engineering (Plant Mgmt)	3, 4, 10		X		
EMS Documentation	1	X		X	X
Goals & Objectives	5, 13	X	X	X	X
Internal EMS Audits	14, 16		X		X
Maintenance	10			X	X
Management Involvement (incl Policy, EMS Planning, Roles & Responsibilities, Mgmt Review)	2, 7, 17	X	X	X	X

\* - applicable requirements of all EMS Elements will be audited for each process. “Key elements” are shown for reference to demonstrate that all 17 EMS Elements are covered during 4 interim audits.